

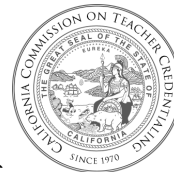
AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUGFREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL

# CEA

## Career Executive Assignment

CALIFORNIA COMMISSION ON TEACHER CREDENTIALING



### EXAMINATION ANNOUNCEMENT

The California Commission on Teacher Credentialing seeks an experienced individual with strong administrative, management, and leadership experience; an understanding and appreciation of the mission and structure of the Commission; and a superior reputation among college, university, education experts, and/or state officials to direct the Professional Services Division.

**DEPARTMENT:** California Commission on Teacher Credentialing

**POSITION TITLE:** Director, Professional Services Division  
CEA Level 3

**SALARY:** \$8030 - \$8854

**FINAL FILING DATE:** March 22, 2006

*Applications and Statements of Qualifications must be postmarked by the final filing date.  
(Faxed applications will not be accepted.)*

**Agency** - The California Commission on Teacher Credentialing is an agency in the Executive Branch of California State Government. It was created in 1970 by the Ryan Act and is the oldest of the autonomous State standards boards in the nation. The Commission serves as a State standards board for education preparation for the public schools of California, the licensing and credentialing of professional educators in the State, the enforcement of professional practices of educators, and the discipline of credential holders in the State of California. The mission of the California Commission on Teacher Credentialing is to assure the talented educators that our students deserve and our communities require by ensuring that those who educate the children of California are academically talented and professionally prepared.

**Duties/Responsibilities** - Reporting directly to the Executive Director, the Director of the Professional Services Division is responsible for the conception, development, and implementation of program and policies relating to the Commission's mission of ensuring excellence in education by encouraging high standards of quality and diversity in the area of evaluation and approved teacher education programs, teacher related examination, and education research. The Director provides planning, policy direction, and goals for the Professional Services Division to ensure the interpretation, application, and enforcement of the provisions of the Education Code and the rules and regulations of the California Commission on Teacher Credentialing for the development, approval, and evaluation of professional programs; development, validation, and administration of examinations and assessment instruments and the completion of special research projects in the field of teacher education; special research studies in all areas of teacher education related to public schools in the State of California; review of new teacher programs from institutions of higher education to ensure that their programs will develop quality graduates; and monitoring/evaluating of teacher preparation programs to ensure that they are adhering to the standards approved by the Commission. Plans, manages, and coordinates examination development and administration including subject matter examinations, the California Basic Education Skills Test (CBEST), the Reading Instruction Competence Assessment (RICA) examination, and various bilingual examinations and assessment instruments mandated by law. Coordinates communication with Commissioners, legislative staff, institutions of higher education officials, and high-level management of local, State, and federal governmental agencies on the most sensitive evaluations and programs. The Director serves in a policy and decision-making role as a member of the Executive Staff and represents the Commission as a spokesperson on policy matters for teacher education.

**Minimum Qualifications** - Applicants must meet the following minimum qualifications:

**Either I** - Must be a State civil service employee with permanent civil service status.

**Or II** - Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code, Section 18990.

**Or III** - Must be a nonelected exempt employee of the Executive Branch for more than two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code, Section 18992.

**And** - Ability to perform high-level administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Commission's Equal Employment Opportunity objectives; and a manager's role in the Equal Employment Opportunity program.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Commission's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience (experience may have been paid or volunteer, in State service, other government settings, or in a private organization):

- ❖ Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**Examination Information** - The examination process will consist of an Examination Application, STD 678 and Statement of Qualifications screening process by an evaluation committee. Applicants must submit a standard State application that clearly states their experience, periods of employment, and job titles; and Statement of Qualifications, to specifically address why their knowledge and experience relative to the desirable qualifications, are applicable to this position. The evaluation committee will screen applications based on the identified minimum qualifications, the desirable qualifications for the position, and the competitive nature of each candidate's relevant experience. Based on the committee's evaluation of the competitive group, the most qualified candidates may be scheduled for an interview. The Executive Director will make the final selection. The results of this examination will be used only to fill the position identified on this examination bulletin. Candidates will be notified in writing of the examination results.

**Desirable Qualifications** -

- ❖ Executive level experience administering and evaluating teacher education programs.
- ❖ Executive experience addressing policy issues regarding teacher education.
- ❖ Experience working with a public board or similar body.
- ❖ Demonstrated success in effecting major changes in an organization.
- ❖ Proven leadership skill as evidenced in effectively resolving major organizational policy issues or problems.
- ❖ Knowledge of California Education Code.
- ❖ Proven commitment to academic and professional excellence.

- ❖ Secure commitment to continuous improvement.
- ❖ Evidence of effective communication with internal and external constituencies.
- ❖ Demonstrated ability to foster and apply to principles of consultative governance, reflecting the use of strong collaborative decision making skills.
- ❖ A master's or doctorate degree from an accredited institution.

**Personal Characteristics** - Demonstrated outstanding leadership skills with a solid record of achievement as an executive. Broad knowledge of education issues and possessing of excellent consensus building, negotiation, and communication skills; and reputation for honesty, integrity, strong character, and creative strategic thinking.

**How to Apply** - All applicants must submit an Examination Application, STD 678 and Statement of Qualifications no later than 5:00 p.m., on March 22, 2006. Examination Applications and Statement of Qualifications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted. Examination Application, STD 678 is available and must be filed with:

California Commission on Teacher Credentialing  
 Office of Human Resources  
 Attention: Heidi Brida  
 1900 Capitol Avenue  
 Sacramento, CA 95814-4213  
[http://www.hbrida@ctc.ca.gov](mailto:http://www.hbrida@ctc.ca.gov)  
 (916) 322-6199

#### **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

**Special Testing Arrangements** - If you have a disability and need specific testing accommodations, mark the appropriate box in Part 2 of the "Examination Application, STD 678." Applicants will be notified to make special arrangements.

Release Date: 03-10-06

